MCtime Guidance for the January 26, 2011 Snow Event

This document is intended to provide guidance for reporting time during the January 26, 2011 snow event. Time reporting guidance is provided via timecard examples on the following pages for employees that fall into the following specific categories:

Work Situation during the January 26, 2011 Snow Event	Refer to Example:
Non Essential Employee scheduled to work and did not work with Liberal Leave policy in effect	A
Two hour delayed opening - Employee scheduled to work and did not work with Liberal Leave policy in effect	B - 1
Two hour delayed opening - Employee scheduled to work and worked	B - 2
Facility Closed – Employee Scheduled to Work and Released from Work or Not Reassigned to Another Location	C
Facility Closed – Employee worked from Alternative Location	D
Facility Closed – Employee Scheduled Off	E
Employee worked directly on storm related activities	F **
Employees working regular shift and regular duties (not storm related)	G

** Important Note - Charging Hours Worked to the Appropriate Project-Task and Expenditure Org Code for Snow Event Related Activities

Employees that **work** on snow event related tasks must charge Hours Worked (and shift differential, if eligible) to the appropriate Project-Task and Expenditure Org code in MCtime.

1. Obtain the Project-Task and Expenditure Org code from the **January 26, 2011 Snow Event Crosswalk** posted on the MCtime website. The crosswalk includes an alphabetized list of every County employee. The appropriate Project-Task and Expenditure Org code assigned to each employee is displayed. Employees should scroll down the list to find their name and their assigned codes.

2. In MCtime, record the hours worked (and any associated shift differential). Perform a transfer to charge the hours to the appropriate Project-Task and Expenditure Org codes. Managers should refer to the ***Managers Guide to Transfer Accounts*** job aid on the MCtime website. Non-supervisory employees should refer to the ***Employee Tasks*** job aid on the MCtime website for guidance for entering these codes into MCtime.

Employees that are assigned to positions that are funded through a grant or capital project may not charge hours worked to the special project code that has been created for the snow event. Employees that fall under this category that worked on storm related activities should charge their time to their normal "home" or default codes.

MCtime Guidance for the January 26, 2011 Snow Event

Timecard Examples

Example A –
Non Essential Employee scheduled to work and did not work with Liberal Leave policy in effect.

Non-essential employees who were scheduled to work with the Liberal Leave policy in effect and did not work, may use eligible leave types (i.e. Annual Leave, Comp Leave, Comp Leave Supp, PTO, Leave Without Pay). Employees should use an eligible leave type to record the number of regularly scheduled hours that were not worked due to Liberal Leave usage.

Below is an example of an employee who typically works a 9 am to 5:30 pm (8 hour) shift and left work at 2 pm on Wednesday, January 26, 2011 when Liberal Leave was declared. The employee elected to use Comp Leave Supp to record the hours not worked due to Liberal Leave.

Add Row	Pay Code	Transfer	
⤷	Hours Worked ▾	🔍	4.5
⤷	Comp Leave Supp Used ▾	🔍	3.5

Employees should record the actual number of hours worked and the eligible leave type used for Liberal Leave to account for their normally scheduled hours for the day.

Additional Liberal Leave Guidance is posted on the MCtime website.

MCtime Guidance for the January 26, 2011 Snow Event

Example B – 1
Two hour delayed opening - Employee scheduled to work and did _not_ work with Liberal Leave policy in effect.

On Thursday, January 27, 2011 the County observed a 2 hour delayed opening. Start times for County government operations were delayed by two hours. Employees are eligible to record *Admin Leave – Cnty Facility Clsd* for their normally scheduled work hours that fall in the time period prior to the delayed opening time.

In this example, the following employee did *not* work and used Liberal Leave during the portion of the schedule that fell after the start of the delayed opening.   The employee's normal schedule is from 6:30 am to 4 pm (10 hour day). The facility normally begins operations at 8:30 am and observed a delayed opening of 10:30 am. As a result of the delay, the employee recorded four hours of *Admin Leave – Cnty Facility Clsd* and six hours of Annual Leave.

Add Row	Pay Code	Transfer	
⤷	Hours Worked ▾	🔍	0.0
⤷	Admin Leave - Cnty Facilty Clsd ▾	🔍	4.0
⤷	Annual Leave ▾	🔍	6.0

Example B – 2
Two hour delayed opening - Employee scheduled to work and worked.

On Thursday, January 27, 2011 the County observed a 2 hour delayed opening. Start times for County government operations were delayed by two hours. Employees are eligible to record *Admin Leave – Cnty Facility Clsd* for their normally scheduled work hours that fall in the time period prior to the delayed opening time.

In this example, the following employee *did* work during the portion of the schedule that fell after the start of the delayed opening.   The employee's normal schedule is from 9 am to 5:30 pm (8 hour day). The facility normally begins operations at 8 am and observed a delayed opening of 10 am. As a result of the delay, the employee actually worked seven hours (from 10 am to 5:30 pm, with a 30 minute lunch) and may record one hour of *Admin Leave – Cnty Facility Clsd*. The employee should record all actual time worked as *Hours Worked*.

Add Row	Pay Code	Transfer	
⤷	Hours Worked ▾	🔍	7.0
⤷	Admin Leave - Cnty Facilty Clsd ▾	🔍	1.0

MCtime Guidance for the January 26, 2011 Snow Event

Example C –
Facility Closed - Employee Scheduled to Work and Released from Work or Not Reassigned to Another Location.

Non-essential employees who were scheduled to work but were released from work due to the closure of their normal work facility (i.e. EOB building, library branch) are eligible for Administrative Leave. Employees should use the pay code *Admin Leave –Cnty Facility Clsd* to record the number of scheduled hours that were not worked due to the closure of the facility.

Add Row	Pay Code	Transfer	
⤷	Hours Worked ▼	🔍	0.0
⤷	Admin Leave - Cnty Facilty Clsd ▼	🔍	8.0

Example D –
Facility Closed – Employee worked from Alternative Location.

On Thursday, January 27, 2011, the County observed a 2 hour delayed opening. Start times for County government operations were delayed by two hours. Employees are eligible to record *Admin Leave – Cnty Facility Clsd* for their normally scheduled work hours that fall in the time period prior to the delayed opening time.

Employees that were assigned to an alternative work location (including home, if approved) should record all actual time worked using the pay code *Hours Worked.*

In the following timecard example, the employee was scheduled to work from 8:30 am to 5:00 pm. The employee's work unit normally begins operations at 8:30 am and observed a delayed opening of 10:30 am. The employee worked at an alternate work location at another County facility from 10:30 am to 5:00 pm.

Add Row	Pay Code	Transfer	
⤷	Hours Worked ▼	🔍	6.0
⤷	Admin Leave - Cnty Facilty Clsd ▼	🔍	2.0

In this example, the employee's work activities did not directly relate to the Snow Event. See Example F below for work activities directly related to the Snow Event.

Example E –
Facility Closed – Employee Scheduled Off

If the time period that the facility was closed occurs at a time that the employee is not scheduled to work (i.e. a normal day off), no time entry should be made to the timecard.

If the time period that the facility was closed occurs at a time that the employee had previously scheduled leave and was on leave (i.e. Annual Leave), the employee should account for the entire shift duration using leave.

Example F –
Employee worked directly on storm related activities

This example relates only to EMPLOYEES THAT WORKED ON SNOW EVENT RELATED ACTIVITIES. Employees that worked on January 26 and/or the days following on snow related activities should record all actual time worked as *Hours Worked*. All *Hours Worked* should be charged to the employee's assigned Project-Task and Expenditure Org codes as indicated on the **January 26 Snow Event Crosswalk**. The Project-Task and Expenditure Org Codes (now used with Oracle ERP) on the crosswalk replace the old GEN codes (that used to be used with FAMIS).   The crosswalk includes an alphabetized list of every County employee. The appropriate Project-Task and Expenditure Org code assigned to each employee is displayed.   Employees should scroll down the list to find their name and their assigned codes.

In MCtime, record the hours worked associated with the snow event. Perform a transfer to charge the hours to the appropriate Project-Task and Expenditure Org codes. Managers should refer to the *Managers Guide to Transfer Accounts* job aid on the MCtime website. Non-supervisory employees should refer to the *Employee Tasks* job aid on the MCtime website for guidance for entering these codes into MCtime.

In the following example, the employee worked their normal shift (8 hours) plus an additional 6 hours of overtime on snow related activities. An employee who is performing activities directly related to the snow event (i.e., continued/ongoing snow or downed tree removal) should continue to use the assigned Project-Task and Expenditure Org codes for all work associated with the event.

Employees that are assigned to positions that are funded through a grant or capital project may not charge hours worked to the special project code that has been created for the snow event. Employees that fall under this category that worked on storm related activities should charge their time to their normal "home" or default codes.

MCtime Guidance for the January 26, 2011 Snow Event

Example G –
Employees working regular shift and regular duties (not storm related)

Examples of employees who may fall into this category include Correctional Officers who worked their regular shifts and whose work activities did not relate to the snow event. These employees should record all actual time worked as *Hours Worked*. The *Hours Worked* should NOT be charged to the special project codes that have been set up for this specific snow event since the employee's work activities were not directly related to the snow event.

In the following example, the employee was normally scheduled to work 8 hours and worked 8 hours.

Add Row	Pay Code	Transfer	
⤷	Hours Worked	🔍	8.0

Questions ???

Questions relating to this timecard guidance and/or the January 26 Snow Event Crosswalk should be directed to the IT Help Desk at 240-777-2828. A Help Desk ticket will be assigned and the appropriate functional or technical resource will be in touch to assist you.